

College of Foreign Languages
National Kaohsiung University of Science and Technology
Rules for the Management of the Simultaneous Interpretation Classroom

Approved at the 2nd Faculty Meeting of the 2018 Academic Year on May 2, 2018

Article 1

The “Rules for the Use of the Simultaneous Interpretation Classroom Venue” (hereinafter referred to as the Rules) for the College of Foreign Languages (hereinafter referred to as the College) are formulated for the integrated management and maintenance of the venue and optimal operational efficiency without any conflict with regular teaching and the university’s use.

Article 2

The Venue mentioned in the Rules: The Simultaneous Interpretation Classroom of the College.

Article 3

External Service: Used for educational training, conferences, seminars, lectures, exhibitions, tests, and other activities.

Article 4

Smoking is strictly prohibited in the building of the College. Without the consent of the College, posting a poster on the door, window, and wall, unauthorized connecting or changing the power supply line, and using other electrical equipment are prohibited. If the original state needs to be changed or modified, the user needs to ask for the College’s consent first. Otherwise, the College has the right to ask the user to disassemble the layout of the venue. The user must restore all facilities to their original state at the end of the activity.

Article 5

The audiovisual equipment in the classroom includes desk microphones, simultaneous interpretation equipment and other related equipment, which is digital high-tech precision equipment and can only be used by qualified operators with professional technical training. If the equipment gets damaged or lost in the absence of a qualified operator, the user shall be liable to pay compensation after the damage is confirmed to be caused by said user.

Article 6

In one of the following conditions that are confirmed to be caused by the user, the College has the right to stop the user from using the venue. If the user is involved in illegal acts, the user shall bear legal liability.

1. Activities that violate laws and morality.
2. Activities that do not match the registered purpose or violate the function of the venue.
3. Users who lend the venue to others for use without the College’s consent.
4. Activities that destroy the building and the equipment of the College and that endanger personal security.

5.Users who violate the rules of venue management and other relevant regulations

Article 7

The venue can accommodate 30 persons. Available time and utilities' maintenance fees are as follows:

- 1.Workdays: NT\$1500 per hour from 8 AM to 6 PM; NT\$2000 per hour from 6 PM to 10 PM.
- 2.Holidays: NT\$1750 per hour from 8 AM to 6 PM; NT\$2300 per hour from 6 PM to 10 PM.
- 3.NT\$ 1,000 per hour shall be paid for site layout overnight (from 10 PM to 6 AM).
- 4.The venue shall be used during the specified time. No extra pay is charged for exceeding or extending the time of use for 30 minutes. The fee for use more than 30 minutes is NT\$ 1000 per hour.
- 5.The equipment maintenance fee is NT\$5500 per day. When the venue is used less than a day, the fee shall be paid for a day. The fee is paid to the equipment maintenance vendor.

Article 8

The users shall take care of all valuable properties and equipment that users bring to the venue. The College shall not be responsible for any loss or missing property.

Article 9

If the venue is not available due to force majeure or emergency factors, the College may cancel the usage application depending on the situation.

Article 10

The users and the College shall confirm the status quo of the relevant equipment in the venue before use. On the day of the activity, the College shall provide technical services. After the activity, the user and the College shall jointly confirm the condition of the venue and the related equipment. Should any damage occur, the person who caused it shall be held responsible for compensation.

Article 11

The Rules shall be implemented upon approval by the College Affairs Committee, and the same shall be done upon any amendments thereto.